Trust Council Select Committee
Governance and Management Review
Agenda

Date: September 13, 2021
Time: 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. LAND ACKNOWLEDGEMENT

2. APPROVAL OF AGENDA

3. ADDOPTION OF MINUTES/COORDINATION

3.1. July 12, 2021 draft minutes 2 - 4

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4. BUSINESS ITEMS

4.1. Great Northern Management Consultants - verbal update

5. NEW BUSINESS CORRESPONDENCE

6. 6.1. D. Korbin re: for addition to next agenda email dated August 8, 2021

NEXT MEETING 8 - 8

7. The next meetings of the Select Committee are scheduled as follows: October 4 and November 1, 2021, from 3:00 p.m. to 5:00 p.m., to be held electronically. At this time, there are no further meetings scheduled after the November 1st meeting.

ADJOURNMENT

8.

Trust Council
Select Committee
Governance and Management Review
Minutes of Regular Meeting

Date:	**July 12, 2021**
Time:	**3:00 pm**
Location:	**Electronic Zoom Meeting**
Members Present	**Lee Middleton, Chair, Saturna Island Trustee** **Kees Langereis, Vice Chair, Gabriola Island Trustee** **Paul Brent, Saturna Island Trustee** **David Critchley, Denman Island Trustee** **Steve Wright, South Pender Island Trustee** **Deb Morrison, North Pender Island Trustee** **Ben McConchie, North Pender Island Trustee** (absent) **Peter Luckham, Thetis Island Trustee** **Michael Kaile, Bowen Island Municipal Trustee** (regrets)
Staff Present:	**Russ Hotsenpiller, Chief Administrative Officer** (regrets) **Lori Foster, Executive Coordinator/Recorder**
Others:	**Great Northern Management Consultants members:** **Charles Kelly, James Roche, Eric Vance, Maryantonett Flumian, Lorraine Cole**
Webinar Attendees:	**3 attendees were present via the Zoom webinar**

1. LAND ACKNOWLEDGEMENT / CALL TO ORDER

Chair Middleton called the meeting to order at 3:03 p.m. stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

There were no new items of business for addition to the agenda.

SC-2021-043
It was Moved by Trustee Brent and Seconded by Trustee Langereis,
That the agenda, as presented, be approved.

CARRIED

3. ADDOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 <u>May 31, 2021 draft minutes</u>

SC-2021-044
It was Moved by Trustee Brent and Seconded by Trustee Langereis,
That the May 31, 2021 minutes be adopted as presented.

<u>CARRIED</u>

3.2 Resolutions Without Meeting – None

3.3 Follow-up Action List (FUAL)

There were no questions on the FUAL as presented in the agenda package.

4. BUSINESS ITEMS

4.1 Review Interview Guides for Consultation Phase – attached

The Great Northern Management Consultants (the consultants) team spoke to the interview guides contained in the agenda package and spoke to the proposed methodology for the consultation phase of the governance and management review.

Select Committee discussed the upcoming consultation phase and interview process.

4.2 Review of Rationale for Interview Candidates - discussion

Discussion followed on:
- The scope of who would be interviewed for the governance and management review including senior staff,
- Interview protocols and terminology used in the interview guide.

Chair Middleton summarized next steps including:
- Within one week, Select Committee members contact the consultants directly with recommendations and rational for potential interviewees limiting the list to 5,
- Consultants will be conducting trustee interviews between now and the next business meeting,
- Review of future interview guides.

The consultants requested that:
- A trustee contact list with emails and phone numbers be provided to them,
- Chair Middleton and Executive Coordinator Foster assist with review and distribution of cover letter and interview guide to trustees.

5. **NEW BUSINESS** – None

6. **NEXT MEETING**

The next Select Committee meeting is scheduled to be held electronically, August 9, 2021 at 3:00 p.m.

7. **ADJOURNMENT**

SC-2021-045
It was Moved by Trustee Luckham and Seconded by Trustee Brent,
That the meeting be adjourned at 4:24 p.m.

____
Lee Middleton, Chair

Certified Correct

____
Lori Foster, Executive Coordinator/Recorder

Islands Trust

Resolutions Without Meetings Log

Select Committee

Resolution Number	Action	Date
2021-004	**Carried**	**05-AUG-2021**

It was Moved by Trustee Langereis and Seconded by Trustee Kaile,
That the Governance and Management Review Select Committee meeting of August 9, 2021 be cancelled.

Islands Trust Select Committee
on Governance and Management Review

RESOLUTION WITHOUT MEETING

RWM Number: SC-RWM-2021-004

The following matter is considered urgent and necessary in order that the Select Committee on Governance and Management Review cancel the August 9, 2021 meeting.

It was Moved by Trustee Langereis and Seconded by Trustee Kaile,
That the Governance and Management Review Select Committee meeting of August 9, 2021 be cancelled.

CARRIED

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
1. David Critchley	August 5, 2021	In Favour
2. Kees Langereis	August 5, 2021	In Favour
3. Peter Luckham	August 5, 2021	In Favour
4. Lee Middleton	August 5, 2021	In Favour
5. Steve Wright	August 5, 2021	In Favour

TRUSTEES VOTE NOT AVAILABLE

1. Paul Brent
2. Michael Kaile
3. Ben McConchie
4. Deb Morrison

FINAL VOTE COUNT **5 In FAVOUR** **CARRIED**

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION **CARRIED**, IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 5th DAY OF AUGUST, 2021.

____
Chair’s Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 5th DAY OF AUGUST, 2021

____
Secretary or Designate’s Signature

____
Recording Staff’s Signature (if applicable)

Select Committee (SC)
Governance and Management Review
Follow-up Action List (FUAL)

SC Mtg	WHO / Activity	TO	TARGET
	SELECT COMMTTEE		
May 10, 2021	The Management Review final report deliverable date be extended to March Trust Council with the final report to be received by April 30, 2022.	SC	April 30, 2022 In progress
May 31, 202	Select Committee members contact the consultants directly with recommendations and rational for potential interviewees limiting the list to 5.	SC	June 17, 2021
May 31, 2021	Interview phase in progress by the consultants for the governance and management review.	SC	In progress
	CAO HOTSENPILLER		
	None		
	EXECUTIVE COORDINATOR FOSTER		
Sept 13, 2021	Adopt the draft July 12, 2021 minutes.	SC	*In-progress*
May 31, 2021	Send to consultants, trustee contact information, emails and phone numbers.	SC	*July 16, 2021 DONE*
May 31, 2021	Work with chair and consultants to sent out coverletter/package announcing to all trustees the interview process for the consultation phase of the review.	SC	*July 16, 2021 DONE*
Standing Item	Prepare draft minutes for next meeting – (Consideration to Adopt)	SC	*DONE*
Standing Item	Create Draft agenda in E-scribe - circulate agenda package for next meeting	SC	*DONE*
Standing Item	Update FUAL for next meeting agenda	SC	*DONE*

From: Donn K <
Sent: Sunday, August 8, 2021 5:52 PM
To: Lori Foster <lfoster@islandstrust.bc.ca>
Subject: Re: Attn Lori Foster re Trust Council Select Committee Governance and Management Review

Hello Ms. Foster

I am wondering the following questions could be placed as correspondence to the Select Committee.

1. Are there any legal or other impediments to the Trust Council substantively reducing the staff head count in the Victoria office? This could be the result of the elimination of individual positions or a reduction in the administrative budget? In the event of an budget reduction, would Trust Council or the CAO decide on positions to be eliminated? Would redundant individuals be reabsorbed into the provincial public service?

2. Are there any legal or other impediments to the Trust Council employing contract workers directly or through a consulting firm to supply the services now provided by public servants?

3. How could the provision for off Island chairs for all the local trust committees be removed?

Thank you

Donn Korbin